

Wisconsin Department of Safety and Professional Services

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PHYSICAL THERAPY EXAMINING BOARD

INFORMATION FOR LICENSE APPLICATION TO PRACTICE PHYSICAL THERAPY OR AS A PHYSICAL THERAPIST ASSISTANT

LICENSURE BY EXAMINATION:

All applicants are required to pass the National Physical Therapist Examination (NPTE).

- NPTE registration form and fee must be submitted directly to FSBPT at www.fsbpt.org. This must be filed with FSBPT at the same time as the Wisconsin application (**Form # 3195**) is filed with the Department. Information booklets for applicants can be found at: www.fsbpt.org.
- **Certificate of Professional Education (Form #3196):**
Complete top section of form and forward to your college/university which you received your degree. This form must be returned directly from your school to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject forms received from the applicant. The Board also cannot accept anticipated completion/graduation dates. Please be sure the school does not complete this form until your degree has actually been granted.
- **Wisconsin Statutes and Rules Exam:** All candidates are required to successfully complete an online, open book exam on the Wisconsin Statutes and Rules relating to the practice of Physical Therapy or as a Physical Therapist Assistant. Applicants cannot take this exam until after an application (**Form #3195**) has been received and processed by the Department. Once your initial application has been processed, your exam information will be given on your application checklist online under "Wisconsin Statutes and Rules Examination." Your exam results will be manually posted to your online checklist. Please allow at least 10 business days from the date you finish your exam for this posting to be completed.

Temporary License: (only applicable for new grads waiting to sit for the NPTE for the first time)

- **Request for Temporary License for Physical Therapy or a Physical Therapist Assistant Form (#3197):** In addition to this form and the \$10.00 temporary license fee, the Department must receive the following in order to issue the temporary license: Completed application (**Form #3195**), Certificate of Professional Education (**Form #3196**), passing of WI Statutes and Rules exam and NPTE registration completed.

LICENSURE BY ENDORSEMENT:

- **Candidates who have written the NPTE in Another State:** Scores must be requested and forwarded to the Department. For score transfer information, contact FSBPT at: www.fsbpt.org.
- **Continuing Education:**
PT's: Submit proof of completion of at least 30 hours of continuing education approved by the Board that were taken within two (2) years prior to the date of your application. 4 of the 30 hours must be in the area of ethics and jurisprudence. If you graduated within two years prior to the date of application, this requirement is not applicable.
PTA's: Submit proof of completion of at least 20 hours of continuing education approved by the Board that were taken within two (2) years prior to the date of your application. 4 of the 20 hours must be in the area of ethics and jurisprudence. If you graduated within two years prior to the date of application, this requirement is not applicable.
- **Verification of Licensure:**
We require verification from each state in which you have ever held or currently hold a PT/PTA license. Contact each state board to request a verification of licensure be sent to Wisconsin. The verification must be returned directly to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject verifications received from the applicant.
- **Certificate of Professional Education (Form #3196):**
Complete top section of form and forward to your college/university which you received your degree. This form must be returned directly from your school to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject forms received from the applicant.
- **Wisconsin Statutes and Rules Exam:**
All candidates are required to successfully complete an online, open book exam on the Wisconsin Statutes and Rules relating to the practice of Physical Therapy or as a Physical Therapist Assistant. Applicants cannot take this exam until after an application has been received and processed by the Department. Once your initial application has been processed, your exam information will be given on your application checklist online under "Wisconsin Statutes and Rules Examination." Your exam results will be manually posted to your online checklist. Please allow at least 10 business days from the date you finish your exam for this posting to be completed.

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LICENSURE BY RE-REGISTRATION:

- **Continuing Education:**
PT's: Submit proof of completion of at least 30 hours of continuing education approved by the Board that were taken within two (2) years prior to the date of your application. 4 of the 20 hours must be in the area of ethics and jurisprudence.
PTA's: Submit proof of completion of at least 20 hours of continuing education approved by the Board that were taken within the previous biennium. 4 of the 20 hours must be in the area of ethics and jurisprudence.
- **Verification of Licensure:** We require verification from each state in which you have ever held or currently hold a Physical Therapist or Physical Therapist Assistant license. Contact each state board to request a verification of licensure be sent to Wisconsin. The verification must be returned directly to the Department via mail or email to DSPSCredPhysicalTherapy@wisconsin.gov. The Board will reject verifications received from the applicant.
- **Wisconsin Statutes and Rules Exam:** All candidates are required to successfully complete an online, open book exam on the Wisconsin Statutes and Rules relating to the practice of Physical Therapy or as a Physical Therapist Assistant. Applicants cannot take this exam until after an application has been received and processed by the Department. Once your initial application has been processed, your exam information will be given on your application checklist online under "Wisconsin Statutes and Rules Examination." Your exam results will be manually posted to your online checklist. Please allow at least 10 business days from the date you finish your exam for this posting to be completed.

ORAL EXAMINATION CANDIDATES:

Applicants **may** be required to complete an oral examination if he/she:

1. has a medical condition which in any way impairs or limits the applicant's ability to practice physical therapy or as a physical therapist assistant with reasonable skill and safety;
2. uses chemical substances so as to impair in any way the applicant's ability to practice physical therapy or as a physical therapist assistant with reasonable skill and safety;
3. have been diagnosed as suffering from pedophilia, exhibitionism or voyeurism;
4. has within the past two (2) years engaged in the illegal use of controlled dangerous substances;
5. has been subject to adverse formal action during the course of physical therapy or physical therapist assistant education, postgraduate training, hospital practice, or other physical therapy or physical therapist assistant employment;
6. has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction;
7. has been convicted of a crime the circumstances of which substantially relate to the practice of physical therapy or of a physical therapist assistant;
8. has not practiced physical therapy or as a physical therapist assistant for a period of three (3) years prior to application, unless the applicant has been graduated from a school of physical therapy or physical therapist assistant within that period;
9. has been graduated from a physical therapy or physical therapy assistant school not approved by the Board.

An applicant who meets any of the above criteria, #1-9 will be reviewed by the Physical Therapy Examining Board members. The Board shall determine whether the applicant is eligible for a regular license without completing an oral examination.

All examinations shall be conducted in the English language. Where both written and oral examinations are required, they shall be scored separately and the applicant is required to achieve a passing grade on both examinations to qualify for a license.

If you are selected to appear for an oral examination, you will be advised of the date upon completion of your application.

NOTICE:

If an application file does not have any activity for one year or more, it may be abandoned/withdrawn on our system without notification to the applicant. It is recommended to complete the application process in a timely fashion to ensure this does not happen.

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INFORMATION FOR FOREIGN-TRAINED PHYSICAL THERAPY OR PHYSICAL THERAPY ASSISTANT CANDIDATES:

The following are required for any foreign-trained candidate applying for licensure by examination or endorsement. This does not apply to Re-Registration applicants.

Education Evaluation:

Verification of educational equivalency shall be obtained from a Board-approved foreign graduate evaluation service. You shall submit the following to an approved foreign graduate evaluation service.

1. A verified copy of transcripts from the schools from which secondary education was obtained.
2. A verified copy of the diploma from the school at which professional physical therapy training was completed;
3. A record of the number of class hours spent in each subject for both pre-professional and professional courses. For subjects, which include laboratory and discussion sections, the hours, must be described in hours per lecture, hours per laboratory, and hours per discussion per week. Information must include whether subjects have been taken at basic entry or advanced levels; and
4. A syllabus, which describes the material, covered in each subject completed.

Board-approved Foreign Graduate Valuation Services are:

Foreign Credentialing Commission on Physical Therapy, Inc. (FCCPT)
P.O. Box 25827
Alexandria, VA 22313-9998
Phone: (703) 684-8406
Fax: (703) 684-8715
Email: help@fccpt.org
Website: www.fccpt.org

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Website: www.ierf.org

International Credentialing Assoc. (ICA)
7245 Bryan Dairy Rd
Largo, FL 33777
Phone: (727) 549-8555
Fax: (727) 549-8554
Email: customerservice@icaworld.com
Website: www.icaworld.com

International Consultants of Delaware, Inc. (ICD)
P.O. Box 8629
Philadelphia PA 9101-8629
Phone: (215) 243-5858
Fax: (215) 349-0026
Email: icd@icdeval.com
Website: www.icdeval.com

English Proficiency Evaluation:

All foreign-trained physical therapy or physical therapy assistant candidates must take and pass the Test of English as a Foreign Language (TOEFL) examination.

A score report must be received by the Board directly from Educational Testing Service (ETS) prior to admission to an oral examination. The score reports must be received **no less than three (3) weeks before that oral examination.**

If you have questions about the examination, please contact:

TOEFL
P.O. Box 6151
Princeton, NJ 08451-6151
Phone: 1-(800)-468-6335
Website: www.prometric.com/contact-us

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PHYSICAL THERAPY EXAMINING BOARD

APPLICATION FOR LICENSE TO PRACTICE PHYSICAL THERAPY OR AS A PHYSICAL THERAPY ASSISTANT

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

PLEASE TYPE OR PRINT IN INK				<input type="checkbox"/> Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).			
Last Name <input type="text"/>		First Name <input type="text"/>		MI <input type="text"/>	Former / Maiden Name(s) <input type="text"/>		
Address (street, city, state, zip) <input type="text"/>					Daytime Telephone Number <input type="text"/> - <input type="text"/> - <input type="text"/>		
Mailing Address (if different) <input type="text"/>					Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>		
Social Security # <input type="text"/> - <input type="text"/> - <input type="text"/>				Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.			
Ethnicity/gender status information is optional.							
Ethnicity: <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other							
Sex: <input type="checkbox"/> M <input type="checkbox"/> F							
Have you ever been licensed in Wisconsin as a Physical Therapist or Physical Therapist Assistant?						<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number: <input type="text"/>	
Email Address <input type="text"/>							
School Name <input type="text"/>				School Address (street, city, state) <input type="text"/>			
Date Degree Granted <input type="text"/> / <input type="text"/> / <input type="text"/>				Degree <input type="text"/>			

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

- | | |
|---|---|
| <input type="checkbox"/> I am seeking a Veteran Fee Waiver (for Initial Credential Fee only, see page 2 for further information) | |
| <input type="checkbox"/> Exam Applicants (NPTE)
<input type="checkbox"/> PT <input type="checkbox"/> PTA
\$ 75.00 Initial Credential Fee
\$ 75.00 State Law Exam
\$ 15.00 Contract Exam Fee
\$165.00 Total Fee Attached | <input type="checkbox"/> Endorsement of NPTE (from FSPT)
<input type="checkbox"/> PT <input type="checkbox"/> PTA
\$ 75.00 Initial Credential Fee
\$ 75.00 State Law Exam
\$150.00 Total Fee Attached |
| <input type="checkbox"/> Request for a Temporary License
\$ 10.00 (Is required in addition to the above fee and is non-refundable, for Exam applicants only.) | |
| <input type="checkbox"/> Re-Registration Applicants (previous WI license-expired more than 5 years)
<input type="checkbox"/> PT <input type="checkbox"/> PTA
\$ 75.00 Renewal Credential Fee
\$ 25.00 Late Renewal Fee
\$ 75.00 State Law Exam
\$175.00 Total Fee Attached | |

For Receipting Use Only (19/24)

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APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- ☐ Application (**Form #3195**) and appropriate fee
- ☐ Wisconsin Statutes and Rules Examination
- ☐ Certificate of Professional Education (**Form #3196**) (n/a for Re-Registration)
- ☐ NPTE Form and fee filed with FSBPT. Must apply directly to FSBPT at www.fsbpt.org (**Exam applicants only**)
- ☐ National Physical Therapist Examination Scores (must be sent directly from FSBPT) (**Endorsement candidates only**)
- ☐ Letters from all State Boards where licensed, active and inactive
- ☐ Continuing Education: Submit proof of completion of at least 30 hours of Board approved CE in the 2 years prior to application. 4 of the 30 hours must be in the area of ethics and jurisprudence. (**PT endorsement candidates only**)
- ☐ Continuing Education: Submit proof of completion of at least 30 hours of Board approved CE in the previous biennium. 4 of the 30 hours must be in the area of ethics and jurisprudence. (**PT Re-Registration candidates only**)
- ☐ Continuing Education: Submit proof of completion of at least 20 hours of Board approved CE in the 2 years prior to application. 4 of the 20 hours must be in the area of ethics and jurisprudence. (**PTA endorsement candidates only**)
- ☐ Continuing Education: Submit proof of completion of at least 20 hours of Board approved CE in the previous biennium. 4 of the 20 hours must be in the area of ethics and jurisprudence. (**PTA Re-Registration candidates only**)
- ☐ Completed Education Evaluation Report from a Board approved evaluation service (**foreign trained only**)(n/a for Re-registration)
- ☐ TOEFL scores (**foreign trained only**) (n/a for Re-registration)
- ☐ Convictions and Pending Charges (**Form #2252**), if applicable
- ☐ Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- ☐ Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.
- ☐ Temporary License (**Form #3197**), if applicable (**Exam only**)

ARE YOU A VETERAN? If yes, please view the Department website at <http://dsps.wi.gov> under "License, Permits, and Registrations" and select "Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses" for eligibility requirements.

If you qualify, are you requesting a waiver of your initial credentialing fee? ☐ Yes ☐ No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

If you qualify, are you requesting equivalency of your Military Training and experience? ☐ Yes ☐ No

If Yes, complete and return the Veteran Request Application Addendum (**Form #2996**). This form must be included with this application.

If you qualify, are you requesting Temporary Spousal Reciprocal License? ☐ Yes ☐ No

If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (**Form #2982**).

You may contact the DVA at 1-800-WisVets or www.WISVET.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> and select the "Professional Credential Renewal Information".

PRACTICE: Account for all activities and practice starting from the date of graduation to the present time. Must include professional and nonprofessional activities. All time and dates must be accounted for. (Attach additional sheets, if necessary.) **If currently employed at a location indicate 'to present' in lieu of a 'To' date.**

Employer Name	Location of Employment (city/state)	Dates Employed (month/year)	Position Held (i.e. office staff, food service, PT, PTA etc.)
<input type="text"/>	(City) <input type="text"/> (State) <input type="text"/>	(From) <input type="text"/> / <input type="text"/> (To) <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	(City) <input type="text"/> (State) <input type="text"/>	(From) <input type="text"/> / <input type="text"/> (To) <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	(City) <input type="text"/> (State) <input type="text"/>	(From) <input type="text"/> / <input type="text"/> (To) <input type="text"/> / <input type="text"/>	<input type="text"/>

Wisconsin Department of Safety and Professional Services

I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S): (include all active and inactive states)

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For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Wisconsin Physical Therapy Examining Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

ANSWER THE FOLLOWING QUESTIONS: (attach additional sheet(s) if necessary)

1..	Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever failed to pass any state board examination, national board examination, NPTE? If yes, provide details below: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. If yes, submit Convictions and Pending Charges (Form #2252).	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have your privileges ever been limited or removed? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you incarcerated, on probation, or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have any suits or claims ever been filed against you as a result of professional services? If yes, Malpractice Suits or Claims (Form #2829).	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Wisconsin Department of Safety and Professional Services

For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice physical therapy or as a physical therapist assistant" is to be construed to include all of the following:

1. The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned physical therapy judgments and to learn and keep abreast of physical therapy developments; and
2. The ability to communicate those judgments and physical therapy information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
3. The physical capability to perform physical therapy or physical therapist assistant, with or without the use of aids or devices, such as corrective lenses or hearing aids.

"Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to, orthopedic, visual, speech and hearing impairments, Cerebral Palsy, epilepsy, Muscular Dystrophy, Multiple Sclerosis, cancer, heart disease, Diabetes, mental retardation, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction and alcoholism.

"Chemical Substances" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

"Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or **within the past two years**.

"Illegal use of Controlled Dangerous Substances" means the use of controlled dangerous substances obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the directions of a licensed health care practitioner.

11.	Do you have a medical condition, which in any way impairs or limits your ability to practice physical therapy with reasonable skill and safety? If no, you may skip questions 12 and 13. If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	If yes to question 11, are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If yes to question 11, are the limitations or impairments caused by your medical condition reduced, or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Does your use of chemical substance(s) in any way impair, or limit your ability to practice dentistry with reasonable skill and safety? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Are you currently engaged in the illegal use of controlled dangerous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	If yes to question 16, are you currently participating in a supervised rehabilitation program or professional assistance program, which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

Wisconsin Department of Safety and Professional Services

CONTINUING DUTY OF DISCLOSURE:

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT:

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature: Date: / /